

REQUIREMENTS FOR SUBDIVISION EXEMPTION APPLICATIONS

A Subdivision Exemption, exempting the Applicant from the improvement and design requirements of the Logan County Subdivision Regulations, may be applied for in certain cases of land division involving one additional lot of less than 35 acres and where no more than one previous subdivision exemption has been granted. *

1. A Subdivision Exemption application must be submitted to the Department of Planning & Zoning at least 50 days prior to the regularly scheduled Planning Commission meeting. The Planning Commission meets every second Tuesday of each month. **NOTE:** The Applicant, or a Representative, **MUST** be present at the meeting. If no one is present, the request will be postponed until the next meeting!
2. A fee of **\$100.00** is due when the Application is filed. There is also an **\$11** filing fee (Separate Check) for the Clerk to record the plat.
3. The Applicant must provide an **18"x24" or a 24"x36" survey plat and 3 additional 8.5"x11" copies**, prepared by a Registered Surveyor in the State of Colorado. If the Board of County Commissioners grants an approval, the survey plat and Resolution will be recorded in the Clerk's Office.
4. The applicant must provide a copy of the **deed** in order to determine if there are Mineral Estate Owners. If there are **Mineral Estate Owners**, the applicant must certify to Logan County that notice requirements have been met, or provide a complete listing of their names and address so that they can be contacted. *
5. The Applicant must provide a **Certificate of Taxes** from the County Treasurer, or proof of payment showing all taxes applicable to such subdivided land for years prior to that year in which approval is granted have been paid.
6. The Applicant will be required to post a Notice of Public Hearing Sign on the property, 15 days prior to the hearing date. See Attached (sign regulations).
7. The Applicant must provide a list of adjacent property owners, within 500' of the property. This list will be verified and checked by the planning and building coordinator.
8. The Planning & Zoning Department will send written notice of the hearing regarding the exemption request to the adjacent landowners. Failure to mail such notice shall not affect the validity of any hearing or determination of the Board of County Commissioners.
9. The Planning & Zoning Department will publish a Notice of the public hearing regarding the exemption request in the Sterling Journal Advocate 30 days prior to the hearing. The Applicant will be billed for the publication.
10. The Applicant is responsible for "Making their Case". It is not the responsibility of the Logan County Planning and Zoning Department. Visual representations are very helpful in the review process. Additional maps, photographs, and other visual aids should be provided whenever possible.

***Refer to the Logan County Subdivision Regulations and Zoning Regulations for more details.
A Pre-Application conference with the Logan County Planner is requested.**

Logan County Planning & Zoning
315 Main Street
(970) 522-7879

LOGAN COUNTY SUBDIVISION EXEMPTION APPLICATION

BOARD OF COUNTY COMMISSIONERS
DEPARTMENT OF PLANNING & ZONING
315 MAIN STREET, STERLING, CO 80751

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Applicant: _____ Phone: _____

Address: _____

Landowner: _____ Phone: _____

Address: _____

Prospective Buyer: _____ Phone: _____

Address: _____

Legal Description of Total Parcel: _____

Legal Description of Parcel to be exempted: _____

Total Acreage of parcel to be divided: _____

Acreage of smallest proposed parcel: _____

Date that parcel was acquired by owners: _____

If Deed is recorded in Torrens System: Number _____

If Deed is recorded in General System: Book _____ Page _____

Existing zoning classification: _____

Current Land Use: _____

Proposed use of each parcel: _____

Proposed water and sewer facilities: _____

Proposed access to each new lot: _____

Reason for request of this exemption (may use additional pages): _____

Names and addresses of adjacent landowners and addresses: _____

INFORMATION ON WATER WELLS

Is there an existing well in the proposed parcel? Y or N

Existing well on proposed parcel.

Well Permit No: _____

Permitted Use: _____

Depth: _____

WATER SUPPLY PLAN

The Division of Water Resources requires the following information. The information will assist the Division of Water Resources in their review and recommendation of this request for a Subdivision Exemption Application.

1. Enclose a plat and description of the affected property.
2. Has a subdivision exemption on this parcel of land been granted since 1972? _____
3. Well Permit numbers on entire parcel: _____; _____; _____
4. If well permit numbers are not available, please provide the following for all wells:
Names of previous owners: _____
Dates wells were constructed: _____
Depths of wells: _____
5. Existing use of water as it now exists. Indicate:
 - a. Number of wells: _____
 - b. Location of wells. (Show on Plat.)
 - c. Location of dwellings. (Show on Plat.)
 - d. Existing use of water:
____ Domestic; ____ Livestock; ____ Garden/Lawn; _____ other uses
6. Proposed water supply: _____

Explain how existing wells will be used after land is divided: _____

7. Intended use of new well (s): _____

Will new well be used by the applicant only or shared? _____
8. What aquifer will be used? _____
Depth of well: _____ Estimated cost: _____
How much water will you need? _____
9. Water requirements for each of the proposed lots: _____

10. Will more than one dwelling be allowed? Y or N
11. Proposed area for lawn and garden for each lot: Square Feet _____
12. Will horses or other livestock be allowed on new parcel? Y or N

DATED AT STERLING, COLORADO, this ____ day of _____, _____.

Signature of Landowner

Signature of Applicant

FOR COUNTY USE

Application Fee: One Hundred Dollars (\$100.00)

Date of Planning Commission: _____

Recommendation of Planning Commission: _____Approval _____Denial

Recommended Conditions of Subdivision Exemption: _____

Chairperson, Planning Commission

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COUNTY COMMISSIONERS ACTION:

Conditions of Subdivision Exemption: _____

Date Granted: _____

Date Denied: _____

Debra L. Zwirn (Aye) (Nay)

Gene A. Meisner (Aye) (Nay)

Jack H. McLavey (Aye) (Nay)

SIGN REGULATIONS

A sign must be posted when applying for any Land Use Application which involves a public hearing. The purpose of this requirement is to notify the Public of the date, time and place of the Public Hearing and to inform the Public of the Type of Land Use Application.

The sign regulations are as follows:

- The sign must be posted at least **15 days** before the Public Hearing date.
- The sign must be posted on a board such as plywood. The board must be **at least 3'x4'** and must be sturdy.
- The sign must be **4 feet above the natural grade** of the ground.
- The lettering must be at least **2 inches** in size.
- The sign must be posted in a conspicuous location on the property in question. **The sign must be visible from the public road.**
- The Applicant must provide the Planning Department with a **photograph of the sign** at the location where it is displayed.

SAMPLE OF THE SIGN

<u>PUBLIC HEARING</u> <u>LOGAN COUNTY PLANNING COMMISSION</u>	
DATE:	
TIME:	
PLACE:	LOGAN COUNTY COURT HOUSE 315 MAIN STREET STERLING, CO 80751
REQUEST:	(IE. CONDITIONAL USE PERMIT or a SPECIAL USE PERMIT or a SUBDIVISION EXEMPTION or a PRELIMINARY SUBDIVISION APPLICATION FOR A.....)
Your Name	